

CITY OF EL PASO, TEXAS
DEPARTMENT HEAD'S SUMMARY REQUEST FOR COUNCIL ACTION (RCA)

DEPARTMENT: Airport

AGENDA DATE: 04/12/05

CONTACT PERSON/PHONE: Airport, Pat Abeln, (915) 772-4271

DISTRICT(S) AFFECTED: N/A

SUBJECT:

APPROVE: Provisional Appointment

BACKGROUND / DISCUSSION:

The communications section is a 24-hour, 7-day a week operation and needs to be fully staffed due to the volume of work. Currently the communications section is short two vacancies and there is no active list to hire permanent employees.

PRIOR COUNCIL ACTION:

N/A

AMOUNT AND SOURCE OF FUNDING:

Already budgeted for FY/05.

Fund Source: 62620002-40101-62000

BOARD / COMMISSION ACTION:

Enter appropriate comments or N/A

*******REQUIRED AUTHORIZATION*******

LEGAL: (if required) LM

FINANCE: (if required) _____

OTHER:

(Example: if RCA is initiated by Purchasing, client department should sign also)

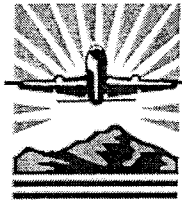
Information copy to appropriate Deputy City Manager

APPROVED FOR AGENDA:

CITY MANAGER: _____

DATE: _____

TUC
4/12/05



EL PASO INTERNATIONAL AIRPORT

Memo

To: Terry Bond, Director of Human Resources

From: Patrick T. Abeln, Director of Aviation

CC: Terry Sharpe, Airport Operations Officer

Date: 3/21/2005

Re: Communications Dispatcher II Provisional Appointment for Robert Carrillo

DATE: *PA* 3-24-05

I would like to request a provisional appointment for Shuttle Bus Operator Robert Carrillo to cover for Javier Chacon who has been transferred to another department.

The communications section is a 24-hour, 7-day a week operation and needs to be fully staffed due to the volume of work. Currently the communications section is short two vacancies and there is no active list to hire permanent employees.

Your attention to this matter is greatly appreciated. Please do not hesitate to call me at 780-4736 if additional information is needed.

PTA/la

62620002-40101-62000

RECEIVED

MAR 22 2005

HUMAN RESOURCES DEPT.
ADMINISTRATION

* Has qualified before.